



CITY OF NEWBERG, OREGON INVITES YOUR INTEREST IN THE POSITION OF CITY ENGINEER

Closing date: 4 pm on Wednesday, October 1, 2014

The Community

The City of Newberg (population 22,300) is located in the beautiful Chehalem Valley (Valley of the Flowers) on the Willamette River, about 25 miles southwest of Portland. It is situated on US Highway 99W, which is the major route between Portland and the Central Oregon Coast. Conveniently located near the many assets of the Portland metropolitan area, the community also retains a distinct physical separation from the metro region, buffered by a greenbelt of rural forests, rolling hills and agricultural lands.

Good schools, quality City services and active community involvement are among the attributes that help the City live up to its motto, “**Newberg, a Great Place to Grow.**” The City enjoys a highly diverse economic base. Many of the City’s “home-grown” businesses have become leaders within their respective industries, such as dental equipment, electronics and manufacturing. George Fox University, offering bachelor’s degrees in more than 40 majors, adult degree programs, and 12 master’s and doctoral degrees; a branch of Portland Community College; and Providence Newberg Medical Center are located in the City.

Newberg is the second largest city in Yamhill County, which is famous for its wineries and vineyards. The area’s wineries are among the finest in the state and have achieved world attention for their pinot noir varieties. Parks, boating, biking, hiking, hunting, fishing, golfing, athletic events, winery tours and tastings, a premiere destination resort, historic walking tours, the Hoover-Minthorn House, the Chehalem Cultural Center, theater and concerts, art galleries and special events bring tourists to the Newberg area. The community sponsors several major events each year including Tunes on Tuesday in the summer, Camellia Festival in April, the Old Fashioned Festival Days in late July, Friday Art Walk the first Friday of each month, as well as the boat races on Memorial Day weekend.



Vineyards in the Newberg area

The community is on the threshold of some major changes. This year, construction of the first phase of the Newberg-Dundee Bypass, a major state highway project, began. This project has been 30 years in the planning and will result in a significant amount of truck traffic being taken out of the historic downtown Newberg. With this will come the continuing renaissance of the downtown area. The University restarted their football program in 2014. The continuing reputation of the Allison Inn & Spa (both nationally and world-wide) will be attracting more visitors and likely residents to the city of Newberg.

A one-hour drive east will take one to the Cascade Mountains for skiing, climbing, camping, fishing and hiking. A one-hour drive east will also take you to the Columbia River Gorge for world class windsurfing, kite board sailing, and kayaking. A one and a half hour-drive west will take one to the breath-taking views of the Pacific coastline, with its many beautiful beaches for whale watching, surfing, and ocean kayaking.

The Newberg-Dundee area offers a wide variety of housing opportunities for its residents. The median home value in Newberg is \$250,000. Newberg home values have gone up 7.4% over the past year and Zillow predicts they will rise 3.1% within the next year.

Newberg is a growing community that has still managed to maintain a relaxed pace that complements the friendly people who live here. It is a community where its citizens are rightfully proud of their Newberg heritage and its future.

The Organization

Incorporated in 1889, the City of Newberg is a Charter City and has a Council-Manager form of government. The City has a Mayor elected every four years and six Council Members who are also elected to four-year terms.

The City has approximately 180 staff members with three unions (Police, Fire, and Public Works) and a FY 2014-15 budget of \$99.1 million, including \$14.6 million allocated to the General Fund. The City's Departments include City Manager's Office, Finance, City Attorney, Municipal Court, Police and Communications, Fire along with EMS (Ambulance Service), Library, Planning and Building, Engineering, and Public Works. Park and recreation services are provided by the Chehalem Park and Recreation District.

The City seeks to serve as a catalyst to create a "friendly, small city" next to the larger metropolitan area, be responsive to the physical and social needs of the community, support Newberg as an independent community that provides a broad range of services using all available public and private resources, and rely on innovative leadership, planning, and budget forecasting to achieve the vision of the future.



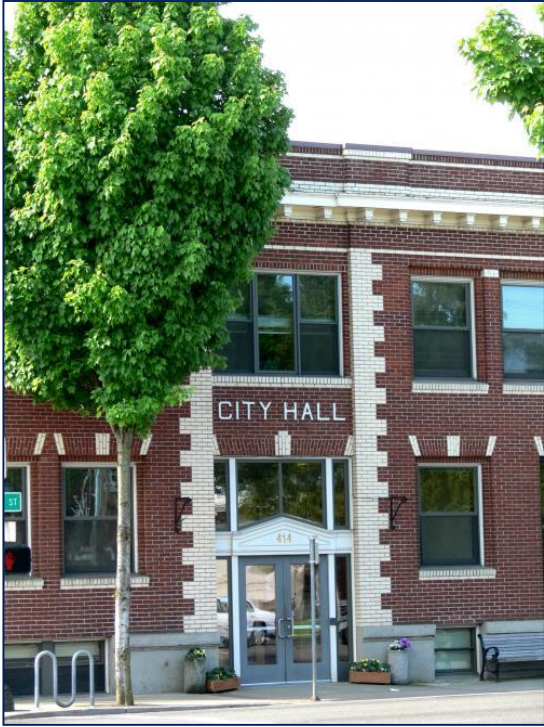
Rotary Centennial Park

The organization is committed to quality leadership for the benefit of the residents of Newberg and will:

- be professional in one's attitude and proficient in his/her tasks.
- encourage a spirit of cooperation in dealing with the mutual problems and challenges facing the community.
- expect and demonstrate courtesy and respect in all interactions.
- commit to total quality in all services provided.
- be accountable and effective stewards of the public trust and resources.
- participate in and promote the exchange of ideas through open communications.

Challenges and Issues

The City of Newberg continues to experience traffic through the center of town on Highway 99W due to the growth of the Portland metropolitan area and increased traffic to and from the Oregon Coast. The Newberg-Dundee Bypass is a controlled-access expressway that will significantly reduce the traffic congestion on OR99W. “Phase 1” will extend four miles from OR219/Wilsonville Road to OR99W south of Dundee, with one travel lane in each direction and is expected to be completed in 2017. The full bypass will be an 11-mile, four-lane highway around the cities of Newberg and Dundee.



Newberg City Hall

While the entire bypass has been approved, funding is only currently available for the first part of the project. The City will need to develop a plan for transportation within Newberg’s downtown core post Newberg-Dundee Bypass. In addition, implementation of the Transportation System Plan (TSP) and funding for the maintenance of existing local roads is an important issue in the community.

The Comprehensive Plan projects that Newberg will grow to a population of 38,352 by 2025 and 54,097 by 2040. Planning for this future growth and the infrastructure needed to accommodate this projected growth will be essential to maintain and enhance Newberg’s high quality of life. Newberg has identified that it has a severe shortage of industrial land within its Urban Growth Boundary (UGB) to retain and grow existing businesses and attract new businesses, particularly in the manufacturing area. To address this shortage, Newberg is in the process of including land in the south industrial area into the UGB and designating that land industrial. A priority for the new City Manager will be to review and follow through with state agencies on planning updates, including the Urban Growth Boundary (UGB), Urban Reserve Area (URA) and city limits.

The Position

The Public Works Director seeks an experienced City Engineer with extensive capital project, fiscal management, long-range project planning, and budgeting skills. The City Engineer will possess the ability to manage day to day engineering department operations and in their leadership role will supervise, develop, and mentor each employee. The successful candidate will be a registered Professional Engineer in the State of Oregon, or able to receive registration within three months of employment, have experience in large and small municipal engineering projects for a minimum of ten (10) years, and demonstrate an increasing level of supervisory experience.

City Engineer typical duties include, but are not limited to, overseeing the planning, funding, design, and construction of the capital improvement projects, coordination of the engineering portion of private development review planning and construction plan submittals, and the preparation of resolutions, project updates, and other information presentations for consideration by the City Council or other committees. The City Engineer manages the Engineering Services Department, reporting directly to the Public Works Director. The current Engineering Services Department Staff consists of a Senior Civil Engineer, a Civil Engineer, two Engineering Technicians, a GIS Analyst, an Administrative Assistant, and varying numbers of GIS and Engineering Interns.

The City Engineer management responsibilities also includes the planning and organization of staff workloads and assignments; trains, motivates, mentors, and evaluates assigned staff; reviews progress of projects and directs changes as needed. The City Engineer provides leadership, direction, and recommendations in the development of the City’s short and long range capital improvement project plans.



Downtown Newberg

The successful candidate must be able to understand and work within the vision of the City Council and must be a team player and builder. This person must also be a superior communicator with strong interpersonal skills, and have a broad knowledge of City, County, State and Federal policy issues and requirements. The ideal candidate will have the ability to develop long-range plans and budgets, assist in the utility rate setting process, identify problem areas, analyze information, and will be innovative and proactive about developing solutions. They will be an experienced and well respected manager who is able to establish and maintain effective working relationships with individuals and groups involved in developing policies.

The City Engineer will need to be well connected and respected in community and professional environments. The City requires the City Engineer to be skilled in progressive management practices with the ability to foster and provide a supportive work environment where staff can work independently while being accountable for their areas of responsibility.

The City Engineer's management style must be team-oriented and collaborative. They will work as a team member with department leaders in this full-service City. The City is seeking an individual who is always approachable and willing to roll up his/her sleeves to contribute. He/she will establish a positive atmosphere of mutual respect and cooperation within the organization, be receptive to new ideas, and encourage innovation.

For specific experience and educational requirements, please reference the job description, which is available for downloading at: <https://www.newbergoregon.gov/jobs>

A satisfactory equivalent combination of education/experience which demonstrates the knowledge, skills and abilities to perform with a minimal amount of training the job duties essential to this position may be substituted.

Compensation

The City of Newberg has established an annual compensation of \$66,588 to \$85,236 for the position, depending upon qualifications. An attractive benefit package is also provided, including medical, dental and vision insurance, life insurance, long-term disability, long-term care insurance and AD&D coverage with the City paying 90% of the premium for the employee and dependents. In addition, the City pays the employer's retirement contribution of 6% to the City's retirement plan.



Newberg City Library

To Apply

If you are interested in this outstanding opportunity, please submit an Employment Application; cover letter indicating your specific interest in this position; a detailed professional résumé that identifies the relevant qualifications and experiences outlined in this position profile; and a list of three professional references. Send the cover letter, Employment Application, résumé, and references to Newberg Human Resources Department, PO Box 970, Newberg, OR 97132—or signed and scanned packets to:

newberg.recruitment@newbergoregon.gov.

Closing Date is 4 pm on Wednesday October 1, 2014.

Applications are required and must be received at the City no later than this date and time. Résumés may not be substituted for the application form.

Employment Applications are available at: www.newbergoregon.gov/jobs.

Veteran's Preference – The City of Newberg provides qualifying Veterans and disabled veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City's Website at www.newbergoregon.gov/jobs - *last page of Employment Application*) and the required documentation with his/her application material.

Selection Process

Following the closing date, applicants will be screened according to the qualifications outlined above. The selection process will include evaluation of the experience and education submitted in the application to identify those meeting the minimum qualifications. The applicants will then be ranked according to the knowledge, skills and abilities that are indicated on the employment application with the top ranked individuals invited for an oral interview. Job related testing may be administered to ensure any applicant can meet the requirements of the position.

Those deemed qualified will be invited to an interview. Reference checks are conducted after receiving candidates' permission. Once an offer has been made, all other applicants will be notified of the position being filled. For additional information, visit the City's Website at: www.newbergoregon.gov.

The selected candidate will be required to furnish references, pass background (employment and criminal history) checking. Fingerprinting is also necessary for access to certain City Facilities.

The City of Newberg is an Equal Opportunity Employer



The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace Veterans are encouraged to apply. This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

Moreover, the City conforms to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities and veterans to apply to all of our job openings. The City is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, disability status, Genetic Information & Testing, Family & Medical Leave, Sexual Orientation and Gender Identity or Expression, protected veteran status, or any other characteristic protected by law. The City prohibits Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.